2020 Census 15. Group Quarters Operation (GQ)

Version: 7.0

Revision Date: Feb 9, 2021





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Major Revision Change History						
Date	Description	Author	Version #	Page #'s		
10/06/2017	Updated Shipping	S. Alexander	2.20	1, 8		
11/27/2017	Updated Military	S. Alexander	2.21	1, 13, 14		
04/26/2018	Conduct GQ QC	Y. Ramirez	2.22	11		
05/04/2018	Updated Military Enumeration/Process Military Files	Y. Ramirez	2.23	13,14		
05/07/2018	Updated Military Enumeration/Process Military Files	Y. Ramirez	2.24	13,14		
05/31/2018	Conduct GQ QC	Y. Ramirez	2.25	11		
06/13/2018 -	07/020/2018 Updates to Military Enumeration and Updates to Military & Maritime Enumeration	Y. Ramirez	2.26-2.30	7, 13, 14, 17		
7/27/2018	Updates to Paper & Military Enumeration	Y. Ramirez	2.30			
09/26/2018	Updates to Electronic Data Transfer (eResponse)	Y. Ramirez	2.31	12		
11/05/2018	Updates to Maritime Enumeration	Y. Ramirez	2.32	15-17		
12/21/2018	IPT Updates (eResponse, Reinterview, Advance Contact, Maritime Enumeration), CR 7391	Y. Ramirez	2.33, 3.01 4,	7, 11, 12, 15-17		
3/29/2019	Electronic Response, Military Enumeration, Maritime	Y. Ramirez	3.02	12-17		
4/3/2019	IPT updates	Y. Ramirez	3.03	3-11		
4/4/2019	Group Quarters – Advance Contact	Y. Ramirez	3.04	3		
4/23/2019 5/02/2019	CR 14798 Changes per NPC and IPT(Military and Maritime)	S. Alexander S. Alexander	3.05 3.06	1,14-17 14, 17		
5/30/2019	Updates after QC Review	S. Alexander	3.07	All		
6/05/2019	Removed annotations after approval	S. Alexander	4.00	All		
8/30/2019	Moved sections to PDC, Update for CR1225	S. Alexander	5.00	1, 16, 17		
9/03/2019 4/14/2020	IPTs determined that check-in tasks for (MVE) were more appropriately placed into the PDC BPM, CR1321 Changed notification from letter to email eResponse	S. Alexander	6.00	1, 16, 17		
2/0/2024	CR 1745	S. Alexander	6.01	1, 12		
2/9/2021	CR 2286 (for IPT changes + annotation fixes)	K. Harmon	7.0	3, 6-9, 11-17		



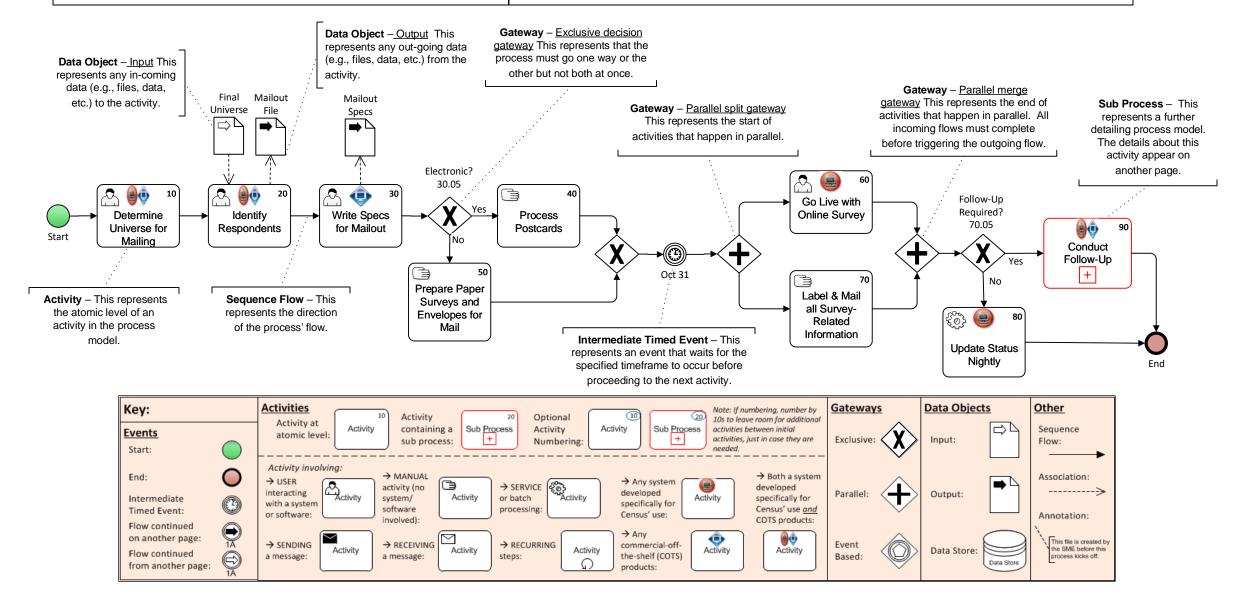
BPM Purpose

Census

- Reading and Understanding the Model Provide
 - **Example Activity Model**

- Describe Census Operations business processes activities, resources and key milestones

 Provide the details necessary for non-subject matter experts to understand the business
- Provide the details necessary for non-subject matter experts to understand the business process
- Contribute to the requirements development process
- Facilitate the linkage of business processes to IT capabilities
- Capture Operations inputs and outputs

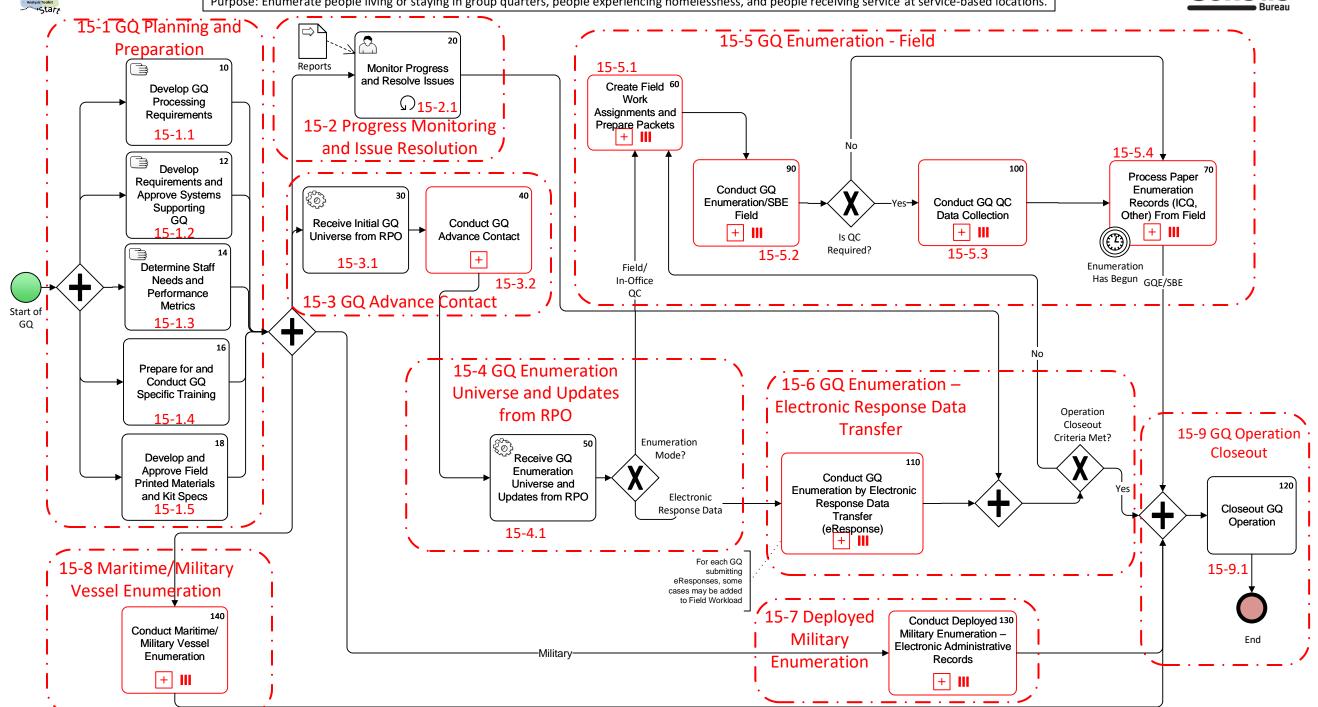


Context Model

2020 Census 15. Group Quarters Operation (GQ)



Purpose: Enumerate people living or staying in group quarters, people experiencing homelessness, and people receiving service at service-based locations.





40 Conduct GQ Advance Contact



Purpose: Advance Contact is conducted by the clerks in the ACOs (or CFSs in the field) and will update the contact and address information, maximum POP and GQ type code. The operation will collect data regarding the GQs preferred enumeration method, schedule appointments and logistics for GQ enumeration.

15-3.2 Conduct GQ Advance Contact 15-3.2.2 Collect GO Advance Contact Information Scheduled Documented GQ Universe Verified Contact Enumeration Expected **Business** Calling Date for GQ Constraints/ from MAF/ Info Population Info Mode for GQ Rules Script Enumeration Issues TIGER There an Additional Able to GQ Contact by 40.20 Document Legal 40.50 40.30 40.40 40.70 (Not on List) Assign GQ Phone? 40.05 Verify/Update the GQ Collect Schedule Date/ Address Information. and Security URL for Advance Contact Call to Verify Expected Collect Preferred Contact Name. Phone Time for Constraints/Issues. GQ Site Work Correct GQ Population **Enumeration Mode** Number. Enumeration Questions, Assignments On Census Day Max POP, and GQ type Language Issue, Start code Logistics Sub-process Yes 40.60 **GQAC** In Field 1. BPM is for each case in GQ Modes of Enumeration: Provide GQ Letters. 1. eResponse (Electronic Response Data transfer) **Advance Contact** Website Brochures, 2. In-Person Interview (Paper ICQs) 2. Make Phone Call; the objective (Informational Info Copy of 3. Facility Self-Enumeration (Paper ICQs) of this contact is to determine the Materials) ICQ 4. Drop-Off / Pick Up (Paper ICQs) "Mode of Enumeration" asking 5. Paper Response Data Collection (Paper Listing) "Advance Contact Interview 40.100 40.90 40.110 Questions" Collect 40.120 3. Advance Contact may result in Print Advance Verify/Update the GQ **CFM Marks** Expected GQ add Contact Record Address Information. Case as Population 4. At any point, case may be Contact Name, Phone (ACR) On Census Day unresolved Number, Max POP, and marked unable to complete by and Assign Case (CFS) GQ Type Code phone to CFS (CFS) 5. For incomplete cases, CFM will assign case to CFS to complete in the field Send Paradata **GQ** Universe 15-3.2.1 Attempt GQ Responses to GQAC In Office 15-3.2.4 Update To Decennial from RPO GQAC In Office Review Repository **Advance Contact GQ Advance Contact** Review Questions Questions Send GQ Status Advance Contact Updates/Status Conduct Group 40.27 to Response 40.150 Quarters Add Processing Op **Process** Update Status 15-3.2.3 Outcome Code

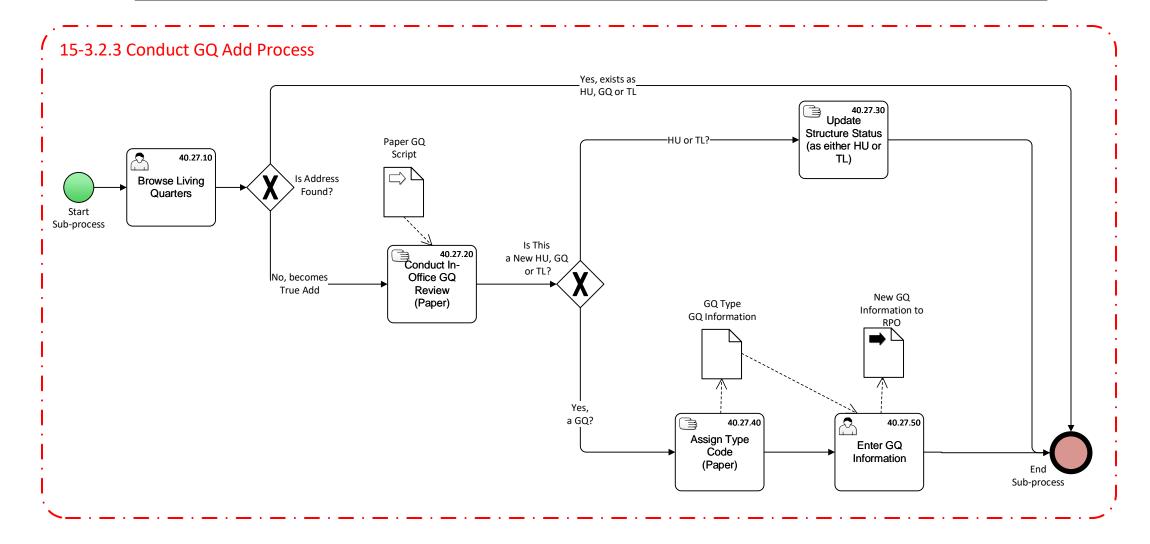
Sub-process



40.27 Conduct Group Quarters Add Process



Purpose: To validate potential new GQs and then, if validated, add the GQs to the workload for enumeration.

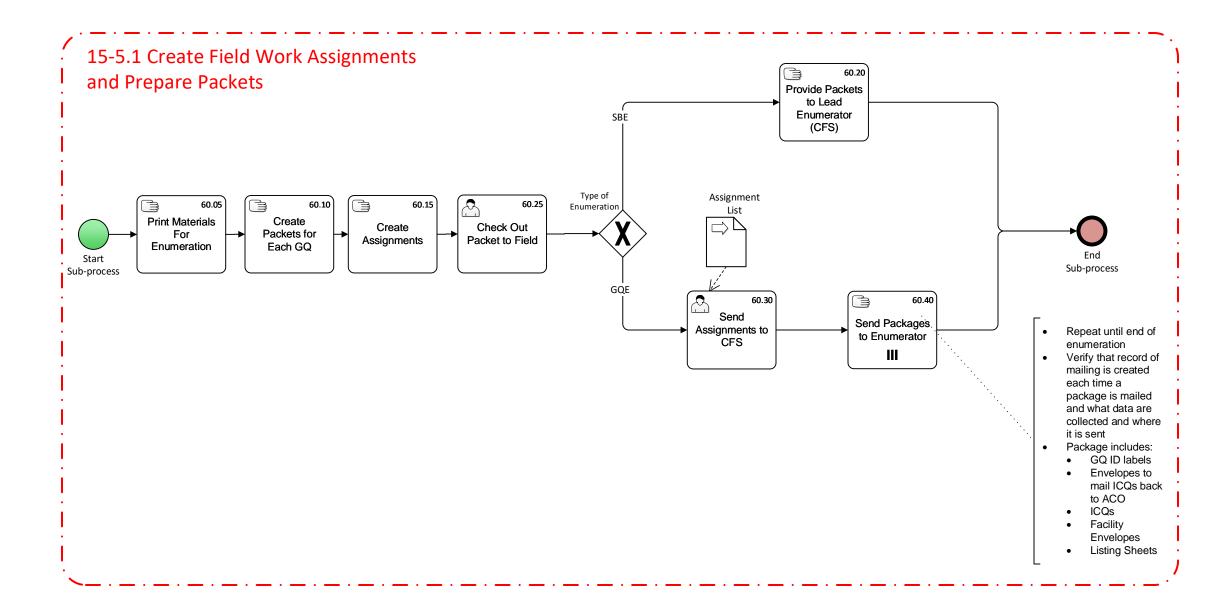




60 Create Field Work Assignments and Prepare Packets



Purpose: Create enumeration packets for field enumeration and provide packages to enumerators.

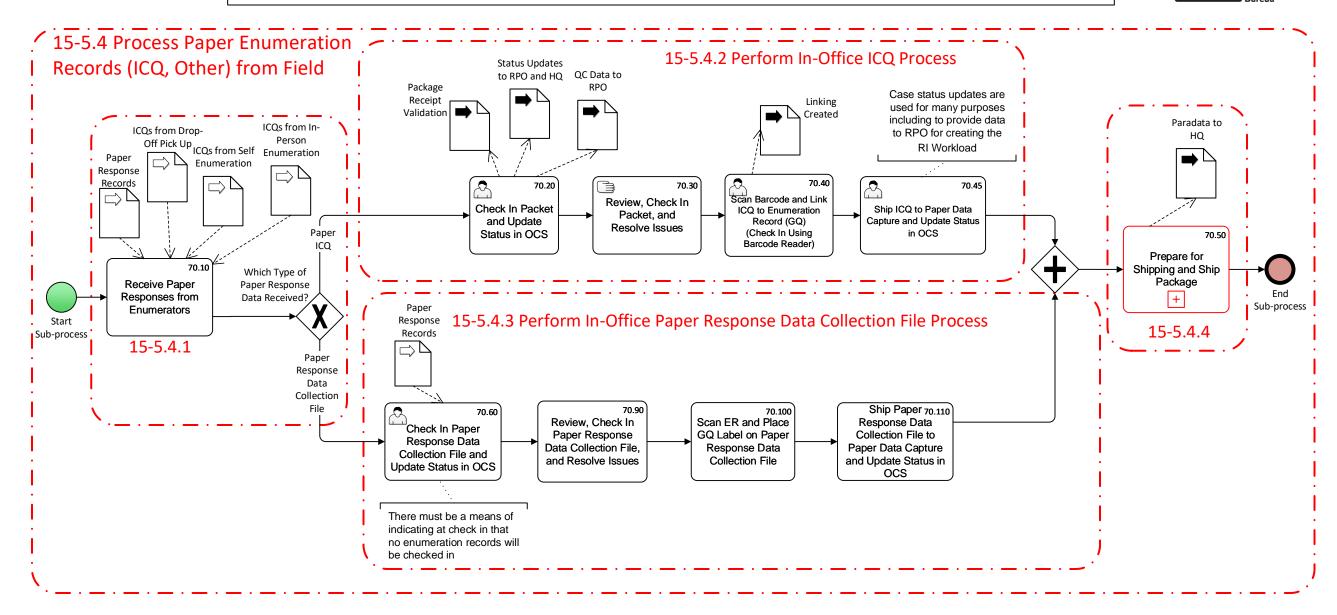




70 Process Paper Enumeration Records (ICQ, Other) from Field

Census

Purpose: To process paper received as a result of receiving paper eResponse or paper individual Census questionnaires by drop-off pick up enumeration, self-enumeration, or enumeration in the field by Field staff.

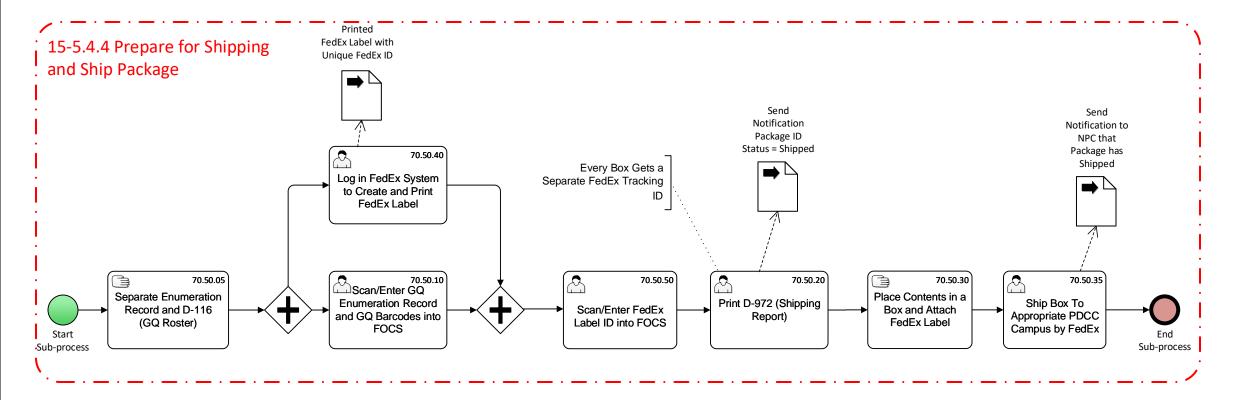




70.50 Prepare for Shipping and Ship Package

Purpose: To ship and track Title 13 materials.



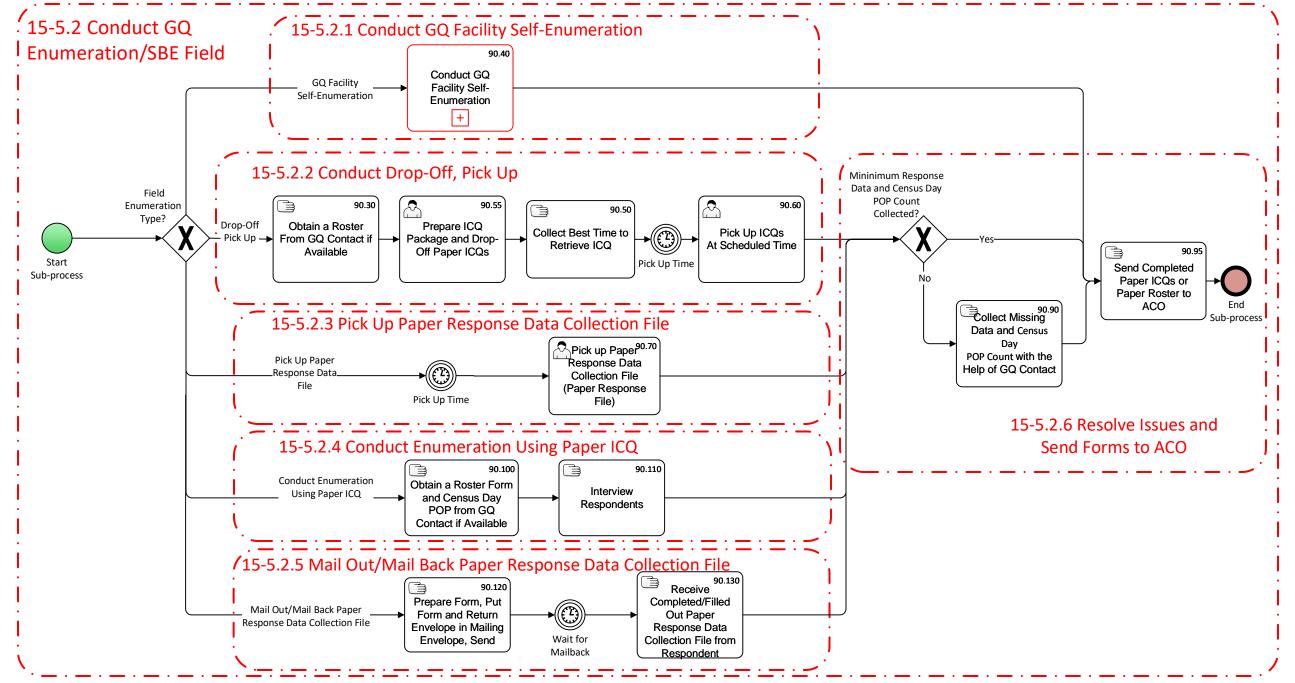




90 Conduct GQ Enumeration/SBE Field



Purpose: This model describes the process that is required to allow collection of Group Quarters Data via Field Mode (Paper data collection).

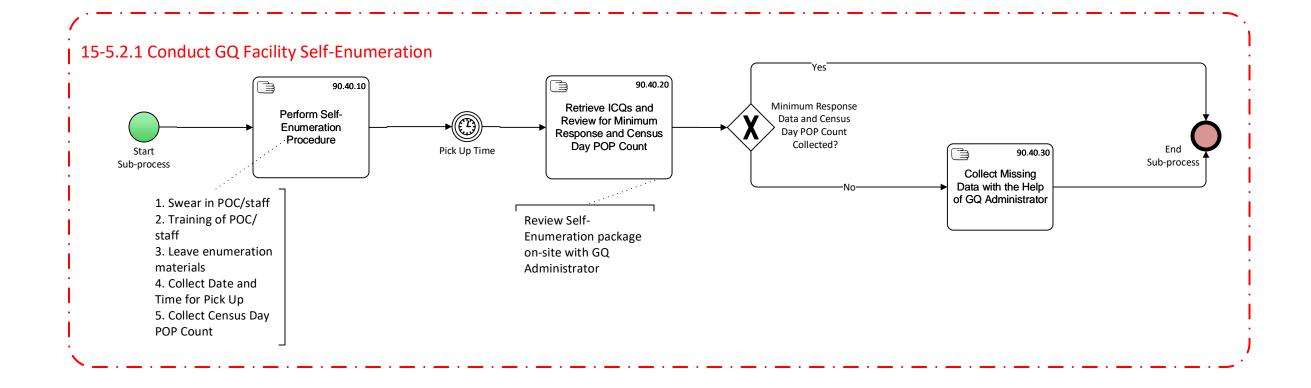




90.40 Conduct GQ Facility Self-Enumeration



Purpose: This model describes the Self-enumeration process for GQE, that includes swearing in GQ staff member.

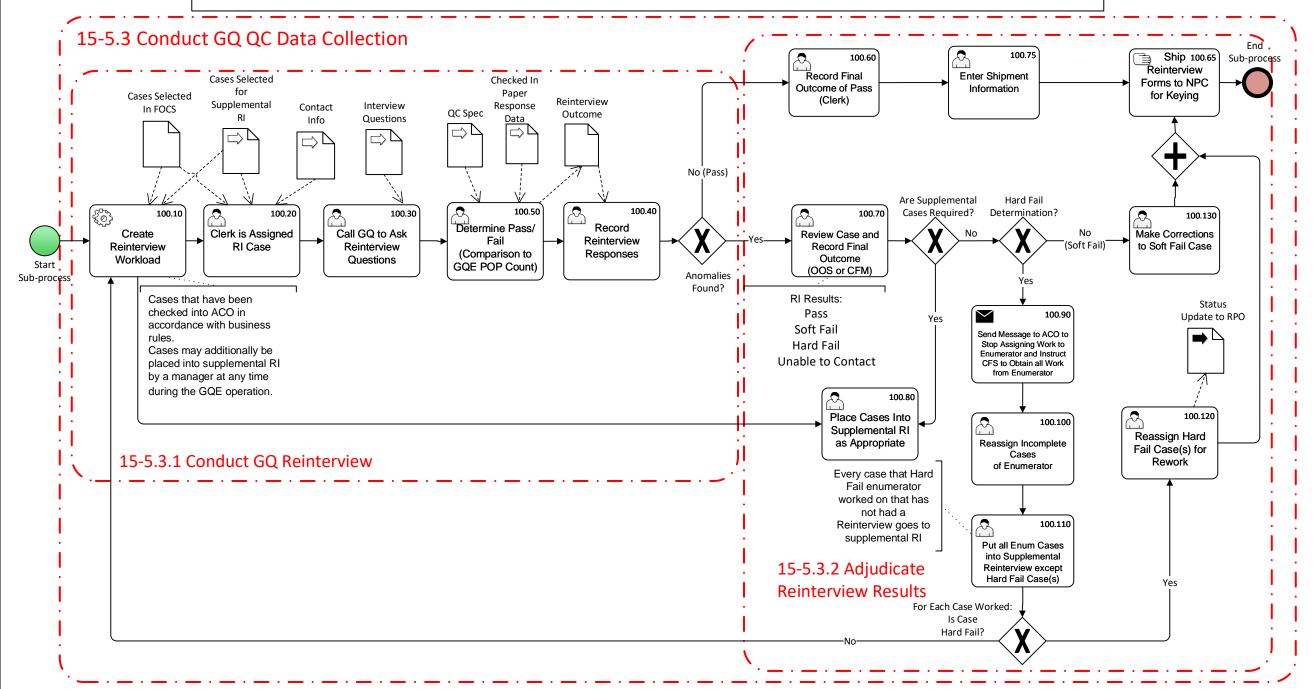




100 Conduct GQ QC Data Collection



Purpose: To ensure quality enumeration data is received from Group Quarters Census Activities.

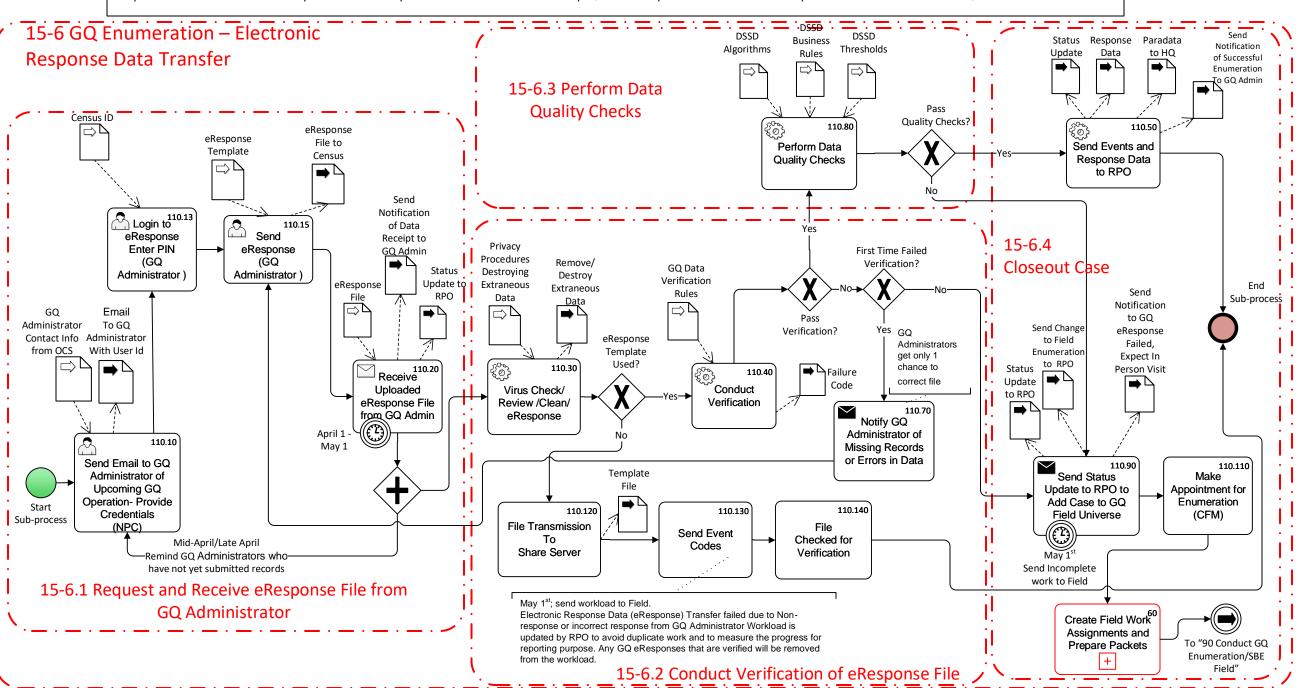




110 Conduct GQ Enumeration – Electronic Response Data Transfer (eResponse)



Purpose: This model describes the process that is required to allow collection of Group Quarters Respondent Data via the eResponse records transfer from GQ Administrators to Census.

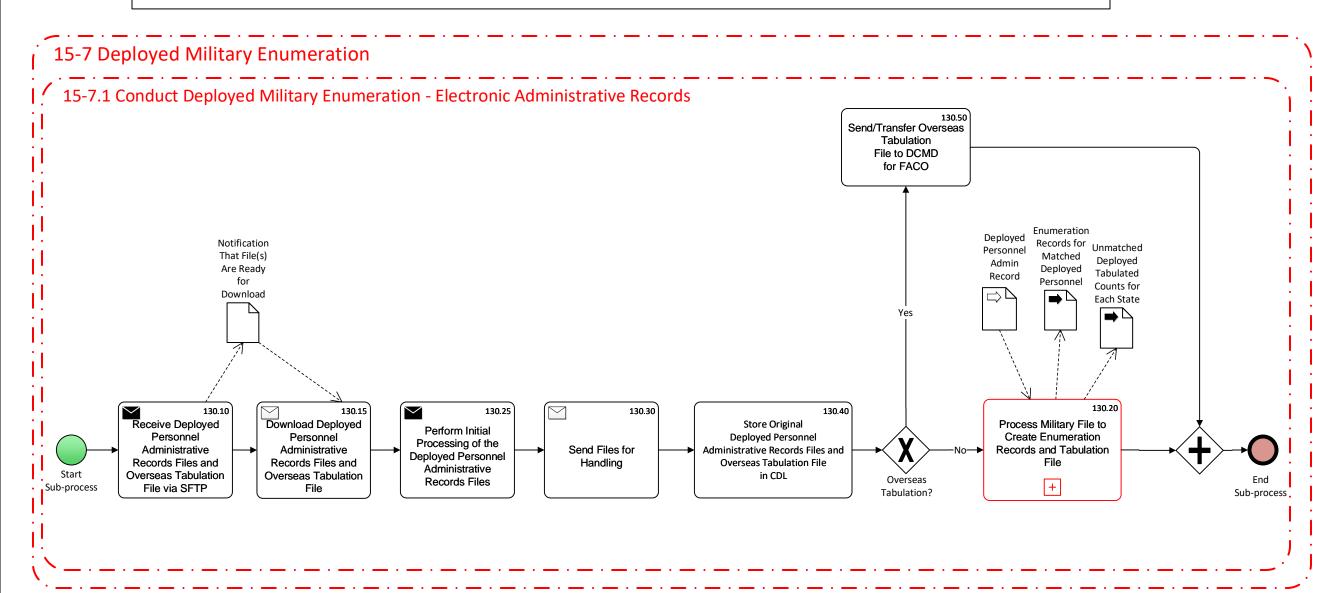




130 Conduct Deployed Military Enumeration – Electronic Administrative Records



Purpose: Transfer from Defense Manpower Data Center to Census via CES in accordance with an existing Memorandum of Agreement (MOA).

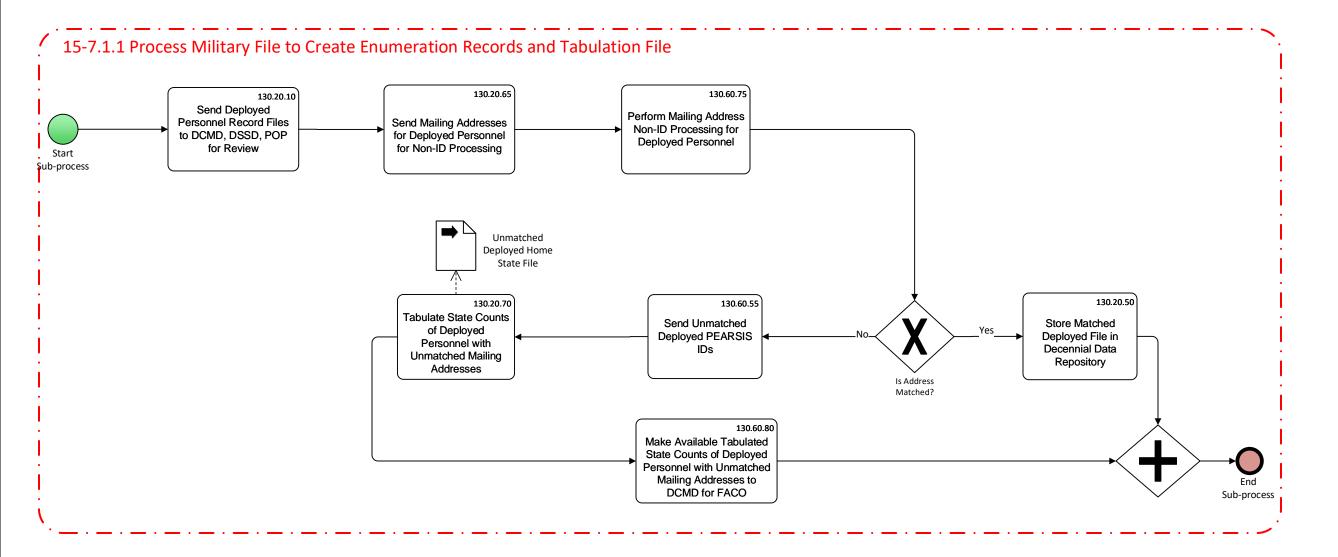




130.20 Process Military File to Create Enumeration Records and Tabulation File



Purpose: To transform the military file into a 2020 Census response record to complete enumeration and create tabulation record for Federally Affiliated Count Overseas (FACO).

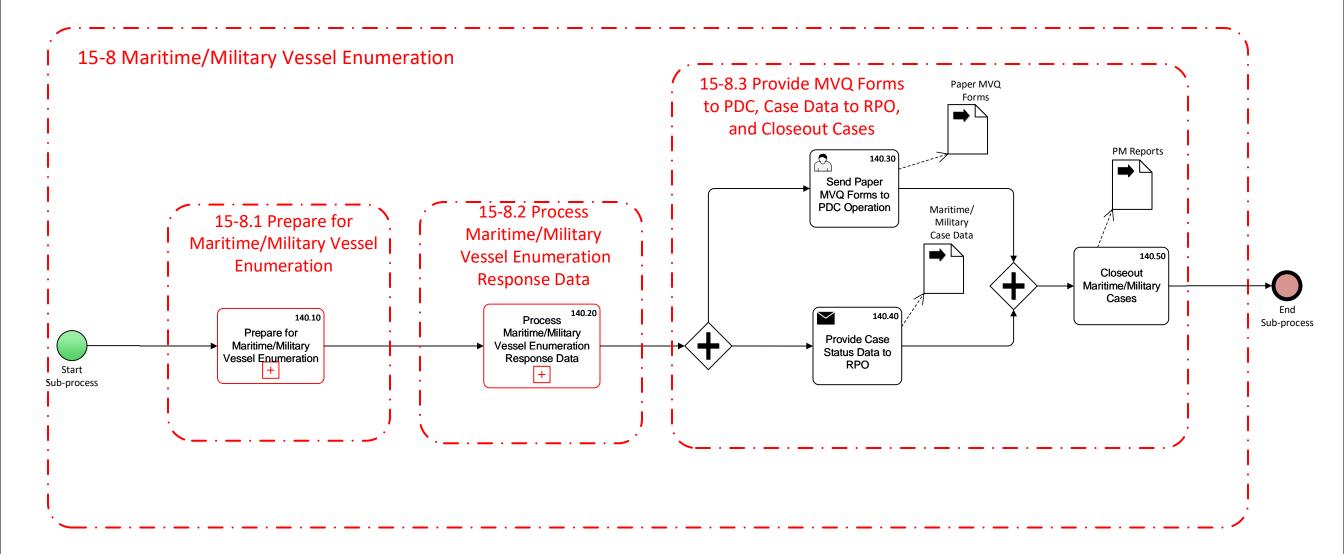




140 Conduct Maritime/Military Vessel Enumeration



Purpose: To enumerate maritime/military vessels. Process to be conducted at NPC.



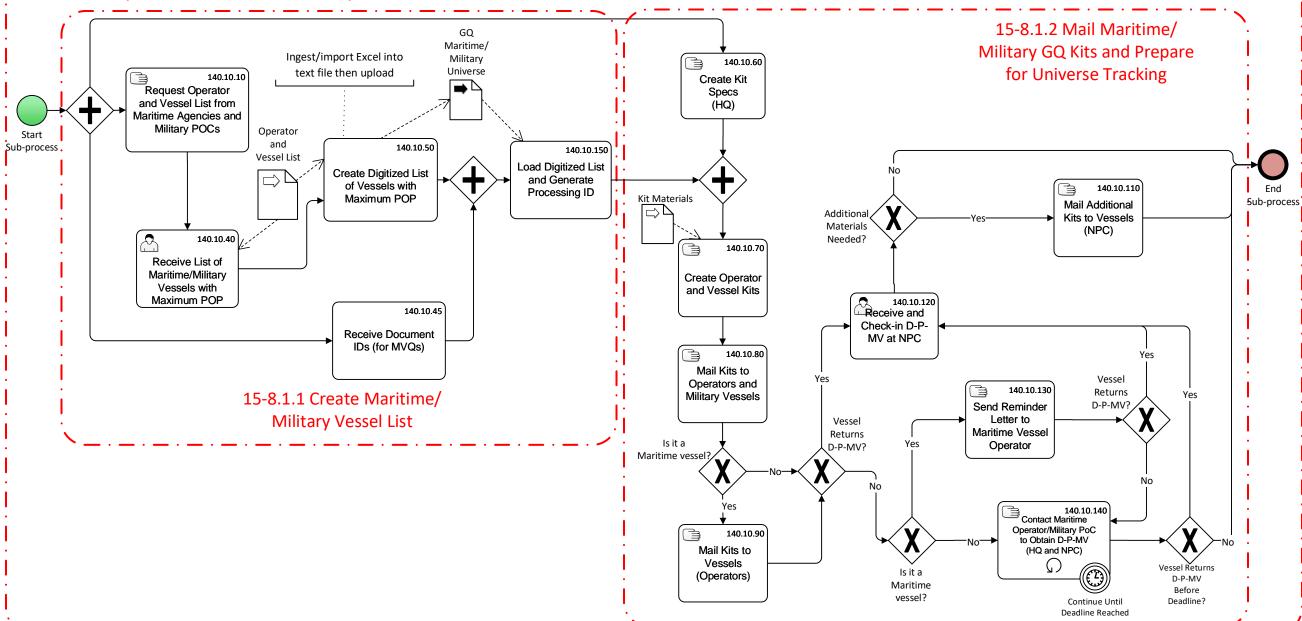


140.10 Prepare for Maritime/Military Vessel Enumeration



Purpose: To create and update the frame/universe for Maritime/Military Vessel Enumeration

15-8.1 Prepare for Maritime/Military Vessel Enumeration





140.20 Process Maritime/Military Vessel Enumeration Response Data



Purpose: To establish the location/geocode of vessel for enumeration.

